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Lieutenant Governor

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Secretary

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Deputy Secretary

**Pre-Proposal Conference Summary
Request for Proposals (RFP)
Advertising, Marketing and Public Relations Services for TAM Programs
PROJECT NUMBER F10R5200095
November 22, 2004**

State Representatives in attendance:

Maryland Department of Budget and Management
Susan Woomer, Procurement Officer
Nancy Seidman, Division of Telecommunications
Dana Walker, Division of Telecommunications

Susan Woomer, Procurement Officer for the Department of Budget and Management convened the meeting at approximately 10:15 AM. She introduced the State representatives present and then reviewed the administrative portions of the RFP: Section 1 (General Information), Section 3 (Proposal Format), Section 4 (Evaluation Criteria and Selection Procedure) and the RFP's Attachments.

The floor was then opened for questions and discussion. Ms. Woomer reminded everyone that although questions were being answered at the pre-proposal conference, they were not binding on the State. Therefore, offerors should send in written questions and the State would respond to these questions in writing.

The attendee list was given to the attendees at the conference.

The conference adjourned at approximately 11:30 AM.

Notice: Nothing stated at the pre-Proposal conference may change the Request for Proposal unless a change is made by the procurement officer by written Addendum. This summary does not constitute a written Addendum.

~Effective Resource Management~

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